

**STATE YOUTH COUNCIL ON
WORKFORCE SERVICES
Meeting Minutes
CLEARFIELD EMPLOYMENT CENTER
JULY 17, 2003
11:00 AM – 12:30 PM**

Attendance:

SYC Members: Jan Zogmaister, State Youth Council Chair; Paul Jackson, IHC Central; Tom Darais, DHS; Scott Sneddon, Clearfield Job Corps; Greg Muller, Snow College; Clark Isrealson, USU Extension North; Jim Jensen, Boys and Girls Clubs of Greater Salt Lake; Marv Johnson, State Office of Education; Gary Oliver, UP&L Eastern

DWS: Diane Lovell, DWS Central, Connie Blaine, DWS Workforce Information, Christine Mayne, DWS North Region, Gillian Johns-Young, DWS Finance, Julie Lay, DWS Mountainland, Susan Hill, DWS North, Jane Broadhead, DWS State, Harold Hess, DWS North, Judy Chambley, DWS East, Kelly Thronton, DWS East, Kattie Hansen, DWS Eastern

Excused: Linette Robinson

Guest: Becky Tierney-Hunt, Futures Through Training

Welcome and Minutes

Jan Zogmaister welcomed everyone and asked for approval of the SYC Minutes from April 17, 2003. The minutes were approved and there were no additional comments.

WIA Youth Budget –Linetta Moyes

Linetta distributed a handout for State Fiscal Year 2003. The figures do not show year-end totals. They are based on figures through June 30. The complete report will not be available until the middle of August. Linetta will bring the updated version to the SYC Meeting in October.

During 2003 all major WIA requirements were met except one. The new requirements for 2004 require that funds be 77% expended. Utah is currently at 65%, but will meet the 77%. Any regions that do not meet the 77% will not receive carry in money. The maximum carry in anyone will receive is 30%. The out of school youth requirement is 37%. Utah is moving towards the new 2004 requirements. Western Region has not met the 30% requirement yet. However, Figures may change drastically in August since old year July will reflect accrued expenditures and adjustments made in the Regions. The 30% out of school youth is still in effect, but will reverse to 70% if the legislation is signed. When the legislation is signed, it will be effective as of July 1, 2004. Utah is anticipating that the legislation will be adopted and is starting to make changes now.

The 2004 total training issued to the Regions reflects new funds without carry in. UWORKS figures may or may not include all contracts because some contracts have not been finalized. UWORKS shows obligations as of today. These are preliminary figures until next month when the carry in is received.

State Youth Council Goals, Sub-Committee Updates - Tom Darais

The Communications and Awareness Sub Committee is looking for more members. Their next meeting will be a conference call on September 16th from 10 – 11. The Sub Committee's focus has been on the newsletter, helping the council to share information and best practices, and the roles of committee members. The Newsletter is growing and becoming more polished. The committee has been working on the Newsletter content and the process for distribution. Distribution of the newsletter is as follows: DWS website, email and hard copy distribution. They will try to distribute the newsletter a couple of weeks before the SYC meetings.

The Council Functions Sub-Committee did not meet. They are waiting for the WIA Youth authorization to come through. The Orientation Handbook will be completed after the authorization.

Council Relationship Table - Clarification will be addressed in the sub committee and taken back to the Regions.

The Service priority values are up to date in each Region. The packet Jane distributed contains a list of what is on file for each Region. They will also be included in the Relationship Table.

Status of WIA Youth Request for Proposal Development

Jan gave a summary of what has taken place since January 2003. The Committee needed clarification on who had vested interest and who did not. In order to ensure that there is no conflict of interest, committee members who could have a conflict of interest were removed from the committee. They began by reviewing the past RFP, made improvements, and moved forward. They incorporated input from the Regions and addressed their concerns. They were out of sync with funding, but that has been corrected. Data sharing has been looked at. How services will be delivered has been addressed. The RFP timeline was changed because the RFP cannot be finalized until the reauthorization is completed. The new timeline is included in the packet. The old deadline was May 30, but it was changed to October 10-24. The RFP will then go to the Regions for the Regional RFP committees to review and make additions.

Gillian - Requirements for the RFP

It is possible to have protests on the RFP. A protest is when the RFP goes out and someone goes back to State Purchasing and protests the specifications. If the RFP goes through specification, the award could be protested. They have five days to protest. The worst thing that could happen is an injunction against the process. If this happens the RFP cannot proceed until it is heard in court. The RFP could also be audited. Protests could start immediately, but an audit could happen as much as two years later.

The RFP must follow the process laid out by the State. An RFP is not based on price. The RFP Committee is working on an RFP boilerplate. Anyone who could have a conflict of interest was eliminated from the committee. The State and Regional Councils will have to trust the committee to write and evaluate the RFP. Conflict of interest is very important. When the award is made, it will have to be justified. There can be no disclosure of information before the award is made.

Jane said that two committees have been working since January. One is working to develop the concept of the RFP and the second committee is drafting the language of the RFP.

Each Region should have a small group involved in developing the Region boilerplate. Members of the Regional Council can be involved if they do not have a conflict of interest. Anyone who could be a potential provider will not be allowed to participate on the committee.

A question was asked about how many should be involved in developing the Regional Councils boilerplate. Gill said it should not exceed five people. The boilerplates will not be completed until after reauthorization.

Personal reading, evaluation and oral presentations will require many hours. Anyone evaluating RFPs should plan on a 40-hour commitment. Everyone participating on the Regional Selection Committees must have a background, understanding and a full knowledge of the WIA program.

The RFP evaluation is done individually not as a group. When the evaluation is completed, the Committee will meet for 2 to 3 hours to grade the RFPs. The final scores and ranking are done collectively. If there are questions, the responders will be invited to make an oral presentation to answer specific questions. The scores can be changed after the oral presentations have been heard.

Helpful information is available on the State Purchasing web site www.purchasing.utah.gov go into buyer information to find the laws and regulations for proposals. Purchasing codes and rules are also available.

The RFP will be sent out through State Purchasing. Interested parties will receive an email notification and it will be announced in local newspapers.

The Council voted on the Regional recommendations to extend the WIA Youth Contracts:

Central Region - Approval of extension - motion by Paul Jackson, second by Jim Jensen
All were in favor

Eastern Region - Approval of extension - motion by Gary Oliver, second by Marve Johnson
All were in favor

Mountainland Region – Approval of extension – motion by Greg Muller, second by Marve Johnson
All were in favor

Northern Region - Approval of extension - motion by Clark Israelson, second by Jan Zogmaister
All were in favor

Wasatch North - Approval of extension - motion by Clark Israelson, second by Jan Zogmaister
All were in favor

Western - Winfield Kids – Approval of extension - motion by Gary Oliver, second by Paul Jackson
All were in favor

Youth Workforce Summit – Connie Blaine

The Department is holding a workforce summit on September 25th. A portion of the summit will be youth related. Kim Bartel is organizing the youth activities. Workshops are being planned to target Youth between 9th and 12th grades. The workshops will be 30 minutes long. Flyers will be available that list all of the workshops. Road to the Future is the theme for the Youth Summit. Some of the topics include: Information about occupations that are growing and developing in the future, how to plan for a career, interviewing and how to dress for an interview. A workshop on setting and achieving goals will show how to set a goal and work toward it. Another workshop will show how to determine personality types and the jobs they would enjoy doing. The Career Crossroads workshop is the choices computer program that is used in schools to plan careers. Women at work will show girls different types of careers, including non-traditional jobs, and how to combine careers with raising a family. There will be mock interviews with Human Resource staff. Video clips will be showing different jobs and hopefully lots of people will be circulating wearing badges showing what they do and inviting questions. Volunteers are needed to circulate and answer questions. The Youth Summit will run from 4-7 pm. Parents are encouraged to come with their children. The summit will be held at the South Jordan campus of Salt Lake Community College.

A Seminar for people who deliver services to youth will be held on September 25 and 26. Attendees will be encouraged to participate in the Youth Summit.

Updates/Handouts

Packet handouts were reviewed

- WIA Performance Data
Performance outcomes are for the third quarter of program year 2002 beginning (January 1 and ending March 2003.)
There are seven outcomes for WIA youth
- WIA Youth Provider Training Seminar
Provider training seminars are being held.
- Regional Citizenship/Leadership Development Projects
- July Newsletter
- Going Home Grant Progress
The handout describes how the program came about and seven program objectives. They are working with DWS to identify 15 areas of services. Utah has been piloting this grant in Mountainland Region. The grant is for one million dollars over a three-year period.

Agenda Items for Oct Meeting

Email suggestions for break out sessions at the Council-to-Council Meeting in October to Jane by the end of the month.